



Code: **ECAC-AR**
Adopted: 1/04/07
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Orig. Code(s): ECAC-AR

Video Surveillance

Security and surveillance camera use shall be limited to those provisions of board policy ECAC - Video Surveillance and the following procedures:

Installation Procedures

Installation of video surveillance shall be done confidentially. All district personnel aware of such installation shall limit any discussion of the installation to appropriate parties.

Access to Equipment or Recordings

Authorized access to view surveillance recordings shall be limited to members of the executive administration, their designees, law enforcement personnel and personnel necessary for the technical or clerical assistance with such recordings.

Viewing Requests

Viewing of surveillance of students shall be limited to those legally responsible for responding to the contents of such recordings, the executive administration and their designees and other people appropriately identified within the law as having access to student or personnel records. Board viewing shall be on an appropriate need to know basis, most likely in executive session.

Storage and Security of Recordings

Surveillance recordings shall be stored in the appropriate department based on the content of the video and their intended use. Such storage shall be limited to the human resources department, the student services department and the business department. Such recordings shall not be stored at other sites beyond the time necessary for their initial viewing for content purposes.

Effect of Such Equipment in Terms of Personnel Records

Any use of security or surveillance cameras which shall result in a video that may be used for employee disciplinary purpose(s) shall meet the requirements of the State of Oregon Archival laws, contractual and legal fair dismissal laws and shall require a review by the executive director of human resources, an attorney for the district or another appropriate district administrator familiar with personnel records law.

Effect of Such Equipment in Terms of Educational Records

Any use of security or surveillance cameras which shall result in a video that could be construed as an educational record shall be reviewed by the director of student services, an attorney for the district or another appropriate district administrator familiar with student records laws.